

# Courier

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## Click, click – announcing the *Courier* Photo Contest

Your mission, should you accept it, is to show your creativity in the 24th *Courier* Photo Contest. Anyone can take a picture, any county employee can enter, but winning is restricted to only

the very best and most creative pictures. Look at the pictures you just took last week that are still on the roll or in your computer.

Whether you are a high-tech photo enthusi-

ast or a point-and-shoot camera bug; a digital shooter or a film lover, your entries are welcome. Images will be judged on overall photographic and artistic quality. Everyone has at least one memorable

photo that captures a special moment in time,” said Paula Harper, OPA contest coordinator. You can read the rules of the contest on page 2, but remember – the deadline is Friday, April 15.

**See Contest Rules, page 2**



Last year's overall winner, *Henry House*, taken by Jim Carrell, DOT.

## Gang Prevention Summit scheduled for Feb. 25

On Feb. 25 in the Fairfax County Government Center, the Fairfax County Coordinating Council on Gang Prevention will take center stage, joining other community groups, county staff and public school employees to discuss gang prevention, intervention and suppression strategies. Several hundred participants are expected to attend.

The council, chaired by the County Executive Tony Griffin, coordinates and oversees the county's gang-prevention and community-education efforts. Created by the Board of Supervisors, the council reports directly to that body on its activities.

Preventing gang violence goes beyond arresting active gang members, according to the council's acting coordinator, FCPD Captain Amy Lubas. A community-based approach is needed, involving government, nonprofit and community groups in a coordinated effort.

This public, private partnership will be a focus of the summit. Participants will be introduced to a recommended gang-prevention model created by the U.S. Department of Justice' Office of Juvenile Justice and Delinquency Prevention. ■

# Courier Photo Contest Rules

You gotta have rules...and here are 13 of them that will help you make a successful submission to the *Courier* Photo Contest.

1. The contest is open to all county and school employees and retirees. Each photo entry must have been photographed by the participating eligible employee or retiree and not entered in this contest previously. There

is a limit of five photos per entrant.

2. Categories, either color or black & white:

a. **Snapshots** – where amateur photographers shine. These pictures are defined by their snapshot size and their spontaneity.

b. **County-related** – pictures of county or school facilities, activities, or employees at work.

c. **Landscape/Architecture** – outdoor scenes, sunsets, buildings and structures, urban landscapes, seascapes, cityscapes, farms.

d. **Flora & Fauna** – interesting, unique and beautiful pictures of flowers, leaves, trees.

e. **People** – photos of people in all walks of life: families, couples, workmen, sportsmen, riders, drivers, etc. Important: be sure you have a signed model release for any recognizable people in these photos. The release form is available at <http://infoweb/opa/fcgc/modelrelease.doc>.

f. **Animals** – images of all kinds of animals: pets, wildlife, zoo life, farm or domesticated animals, and even insects and butterflies.

g. **Celebration Time** – our special category this year invites photos of special events, holidays, parties, fairs, festivals and even Americana.

3. All photographs except those entered as snapshots should be at least 5x7 and no larger than 9x12 (excluding the mat). Digital images must be submitted as photo-quality prints and entered in any category in which they would otherwise apply.

4. All photos must be mounted on supportive material or matted.

5. Photos must not be framed. Framed photos will be eliminated and returned to sender.

6. Each photo must be entered in a specific category. Judges reserve the right to move photos among categories if appropriate. Multiple prizes may be awarded in each category.

7. A signed entry form must be filled out and attached to the back of each entry.

8. Work determined to be pornographic, obscene, as defined by Virginia law, libelous or containing vulgar language will not be accepted.

9. All winning entries will be exhibited at the Fairfax County Government Center and published in a special edition of the *Courier* scheduled for May 20.

10. Neither the *Courier* nor the county assumes any liability for lost, stolen or damaged works and provides no insurance coverage for work on display.

11. Judges will be photography specialists not affiliated with Fairfax County and their decision will be final.

12. Best in Show, first-, second-, third-place, honorable mention ribbons and certificates will be awarded at a ceremony in the Government Center Conference Reception area at 10 a.m. on May 20.

13. Entries must be received no later than close of business Friday, April 15, and may be submitted:

a. through interoffice mail to: *Courier* Photo Contest, Office of Public Affairs, GC Suite 551,

b. by bringing entries to Government Center Suite 551, Office of Public Affairs, or

c. by mailing entries to *Courier* Photo Contest, Office of Public Affairs, 12000 Government Center Pkwy, Suite 551, Fairfax, VA 22035-0065.

You can find the rules and the entry form on the Infoweb at <http://infoweb/courier> or stop by the Office of Public Affairs (Suite 551, Government Center) and get a copy.

And then start clicking!



A Gift to You, last year's Snapshot winner taken by Ed Prichard, OFC.

**Monday, Feb. 21, is a holiday. Change your telephone and e-mail messages.**

## W-2s – your questions answered

In the weeks since employees received their W-2s, payroll staff have been asked two questions more than any other. Curious as to what they are? Here are the questions and their answers.

*Q: Why does my W-2 say I earned \$xx,xxx.xx. I know I earned more!*

A: Box 1 on Form W-2 is used to notify the government of your taxable income, not your total earnings. Income which is to be taxed at a later date (such as deferred compensation), pre-tax contributions (such as retirement, medical spending, dependent care, and health/dental insurance premiums) and payments that are tax-exempt (such as workers' compensation payments) are not included in Box 1.

IRS regulations require employees to pay income tax on the value of life insurance above \$50,000, however, so this amount is listed in Box 12C and has been included in the taxable income reflected in Boxes 1, 3 and 5. The total amount of compensation deferred that tax year is reflected in Box 12G.

*Q: Why does it take so long to get my W-2?*

This year, 18,419 W-2 forms were mailed to

persons who worked for Fairfax County government during the 2004 tax year. Federal law requires that employee W-2 forms be postmarked no later than Jan. 31. Fairfax County strives to get them in the mail as early as possible. But, it isn't a simple task!

After the last pay period in tax year 2004

***This year, 18,419 W-2 forms were mailed to persons who worked for Fairfax County government for the 2004 tax year.***

ended (pay period 25, Dec. 23 pay date), payroll staff adjusted the earnings of some employees to include last-minute changes (such as hand-drawn paychecks and year-end workers' compensation adjustments). Not until all adjustments had been made and the totals were balanced could W-2s be prepared and mailed.

Staff in four offices juggled these year-end activities while performing their regular duties for the two January payrolls. So when you are working on your taxes, remember all the effort that went into getting that W-2 form to your home. Service with a smile! ■

*by Bobbie Deegan, payroll manager*

## New Delta Dental cards to be issued

Employees who enrolled in the Delta Dental plan will receive new identification cards soon. The new cards correct an error in the plan information that is displayed on the card. Previously the cards indicated "Delta Preferred" as the plan network. The new cards will show "DeltaPreferred/DeltaPremier." This information will assist your dentist with claims filing.

Once you receive the new cards, you should destroy old cards. Remember, higher benefit levels are paid under the Delta Dental network. Ask your dentist if he/she participates in this plan. To search for a participating Delta Dental provider, go to [www.deltadentalva.com](http://www.deltadentalva.com) or call the Delta Dental services provider at 1-800-237-6060. ■

## HR Central grand opening

HR Central, the new one-stop employee service center in the Department of Human Resources, will have a grand opening on Feb. 23. Changes are being made by DHR to provide better service to their customers.

Plan to stop by the grand opening in Suite 270 at the Government Center on Feb. 23 to register for a door prize, meet the staff and hear some talented young people from our schools perform for your enjoyment. County Executive Tony Griffin, and Deputy County Executive Ed Long will cut the ribbon at 10:30 a.m. that opens HR Central for business.

Come by and join the celebration, and see the changes being made to better serve you. ■

***HR Central  
Grand  
Opening,  
Suite 270,  
Feb 23***



# First Friday with County Executive Tony Griffin

County Executive Tony Griffin and members of his leadership team (Deputy



*It was a full house at First Friday held at the DPWES Maintenance and Stormwater Management Shop.*

County Executive Rob Stalzer, Deputy County Executive Verdia Haywood, Chief Financial Officer Ed Long and Chief Information Officer Dave Molchany) meet with employees on the first Friday of each

month, from 8:30 to 10 a.m. for "First Friday." It's a way for employees to ask any questions or address any area of concern

with top county management. First Fridays for 2005 began Feb. 4 at the DPWES Maintenance and Stormwater Management Shop.

If you didn't attend this meeting, plan to come to the March 4 First Friday, scheduled from 8:30 to 10 a.m. at South County Center, Room 221C. You also can submit any questions you want answered through the online submission form on the county executive's Infoweb page (<http://infoweb/cex>). Minutes for First Friday meetings are also posted there.

For further information, contact the Office of Public Affairs at 703-324-3187, TTY 703-324-2935. ■

## 2004 Youth Leadership Program graduates 30 high school students

Students enrolled in Fairfax County's Youth Leadership Program graduated Wednesday, Jan. 26 at the Government Center. Both Chairman Gerald E. Connolly and County Executive Tony Griffin were on hand to speak to the group of more than 70 students, parents and county staff, and to present graduation certificates.

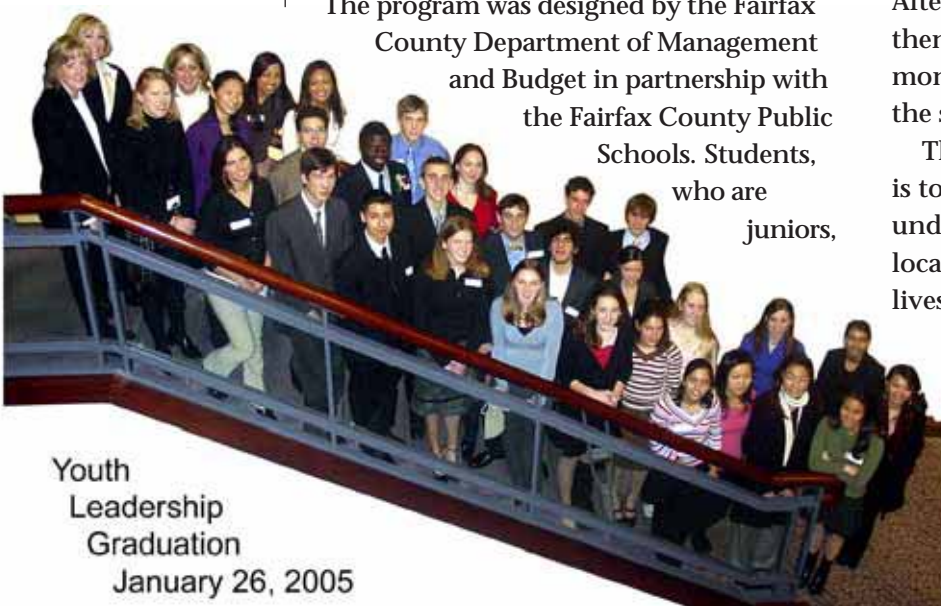
The program was designed by the Fairfax County Department of Management and Budget in partnership with the Fairfax County Public Schools. Students, who are juniors,

apply for the program in December and are chosen based on recommendations from FCPS teachers. "Out of almost 100 applicants, only about 30 were selected," said Susan Datta, director of the Department of Management and Budget who works with Cynthia Szwajkowski, Fairfax County Public Schools, to coordinate the program. After acceptance into the program, students then meet throughout the year once per month, including a two-week internship in the summer, to learn about Fairfax County.

The goal of the Youth Leadership Program is to help high school students gain an understanding and appreciation of how local government impacts their everyday lives. The curriculum and activities are

designed to develop citizenship skills and encourage participants to become active, involved citizens in the future.

The class for 2005 has already been selected. "We always look forward to working with the students," said Datta. "We seem to learn a lot from their curiosity." ■



**Youth  
Leadership  
Graduation  
January 26, 2005**

# EAC to elect five representatives

The terms of five representatives to the Employees Advisory Council (EAC) will expire May 31. An election is planned for April, with a nominating period in February-March. The members whose terms are expiring are: Vince Wang (Group 1), Karen Conchar (Group 3), Joyce Lawson (Group 6), Randy Creller (Group 7) and Dori DeSpain (Group 8).

The Civil Service Commission recently approved the EAC's proposal to change to three-year terms for its members. This will incur a transition to the longer terms over the next three elections. Only the member in Group 3 would be elected to a three-year term for this election.

Nominating forms will be available from department payroll contacts or the Department of Human Resources. Only merit or benefit-eligible exempt employees in those groups may nominate and vote in this election.

The nomination period for EAC candidates begins Friday, Feb. 18 and runs until close of business Friday, March 18.

Employees should give careful consideration to nominating worthy candidates.

Those elected represent employees in their groups by acting as a liaison between management and employees. Consent of the nominated person must be obtained before the petition is signed. Election to the EAC imposes a workload that some employees may not be able to meet.

Nominators should follow the instructions on the petition carefully. Only merit or benefit-eligible exempt employees are eligible to sign the petition.

Names should be both signed and printed so petitions can be verified. A 100-word statement from the candidate should be attached to the petition. It will be printed on the ballot and other mediums.

For more information, contact Bob Fitzpatrick, DHR, at 703-324-3306, TTY 703-222-7314 or visit the EAC website at [www.fceac.org](http://www.fceac.org). ■

Group 1	Police Department
Group 3	DPWES
Group 6	DFS
Group 7	DIT, DTA, Board of Supervisors, county executive, county attorney, DHR, RAA, DOF, DMB, OPA, Electoral Board & General Registrar
Group 8	Library, Health Department

## Did you know...

Fairfax County has been recognized by Gov. Mark R. Warner as an official Virginia 2007 Community as part of the Jamestown 2007 celebration....at the fourth annual Interpretive Excellence Award presentation, sponsored by the Resource Management Division, Barbara Ziman, Sully Historic Site, was named the recipient of the 2004 Interpretive Excellence Award....Kathy Ichter and Chris Wells, both with DOT, won Les Dorson Awards, presented at the Lee District Holiday Banquet....Monica Slovenz, Department of Planning and Zoning, recently wrote a children's book titled *Billy's Differences* published by Booksurge publishing....Doug Hansen, senior planner in DOT, was recently elected secretary of the Traffic Signals Technical Committee of the National Committee on Uniform Traffic Control Devices....James Dedes, director of court services for the Fairfax County Juvenile and Domestic Relations District Court, has been unanimously selected to receive the Juvenile Court Administrator Award, given by the National Juvenile Court Services Association, for his significant contributions to the courts and to the communities being served....Laura Nabili, senior housing services specialist with Housing and Community Development, helped HCD donate more than 400 hours of leave to the Fairfax County Employee Leave Bank for county employees who are currently on active military reserve duty....Michael Atkins, mental health therapist in Adult Residential Services, is completing his third term as president of Virginia Chess Federation....Laurie Eytel, volunteer services manager for the Department of Family Services, was awarded the credential Certified in Volunteer Administration....In a little over two weeks, the Department of Systems Management for Human Services raised more than \$1,300 for the Save the Children organization working in the tsunami/Asian relief sector. Congratulations on a commendable effort. ■

## Fairfax County Health Department Launches Hand Wash Campaign

# Your Health is In Your Hands: WASH

Hand washing is the most important action people can take to help prevent the spread of most germs that make people sick. To deliver this critical public health message, the Fairfax County Health Department has launched a public information campaign: "Your Health is in Your Hands: WASH."

The Centers for Disease Control and Prevention estimates that 5,000 people die each year from food-borne illnesses. Approximately 78 million become ill and between 79,000 and 96,000 die from hospital infections each year. A link to many of these deaths is poor hand washing.

Washing hands frequently would significantly reduce the spread of diseases like pink-eye and hepatitis A; gastro-intestinal illnesses like norovirus and salmonella; and respiratory illnesses like the flu and whooping cough. Studies have

shown that hand washing education programs can reduce these illnesses in communities by up to 50 percent.

Despite the great benefits of hand washing, many people simply don't wash their hands enough. In 1996, a large national study by the American Society for Microbiology showed that while 95 percent of the 7,000 study participants believed they washed their hands adequately, only 67 percent actually did. The same study showed that only 60 percent of people washed their hands after using public restrooms.

The Health Department has developed two promotional items for this campaign.

- ♦ A 19" x 22" poster announcing "It's Flu Season!...Cover Your Coughs and Sneezes and Wash Your Hands" intended for waiting areas, lobbies, doors and windows with ample public visibility, and

- ♦ An 8 1/2" x 11" sign with step-by-step instructions on how to wash hands, intended for public restrooms throughout

Fairfax County.

Materials have been distributed within county agencies and public schools. Health Department staff will be distributing hand wash signs to restaurants, daycare facilities, assisted living communities and private businesses. Both items can be downloaded from the Health Department Web page at [www.fairfaxcounty.gov/hd](http://www.fairfaxcounty.gov/hd).

### When to wash your hands:

- ♦ Frequently throughout the day
- ♦ After coughing or sneezing
- ♦ Before eating
- ♦ Before, during and after preparing food
- ♦ After using the bathroom
- ♦ After changing a diaper
- ♦ After petting animals or handling animal waste
- ♦ After touching public doorknobs or door handles
- ♦ After touching any public surface that others touch

The Health Department plans to increase its hand washing public education efforts by conducting demonstrations at health fairs, town meetings and other public venues. Proper hand washing techniques are taught with the use of special glow-in-the-dark lotion and a black light. People are asked to apply the lotion to their hands, wash it off with soap and water, and then dry their hands with a paper towel. Afterwards, the black light will illuminate the areas of the person's hands that are not washed thoroughly.

"Most people are quite surprised to see the spots they missed after they wash their hands," said Kimberly Cordero, Health Department spokesperson and hand washing campaign coordinator. "Most often, people neglect their fingernails, the areas between their fingers and the tops of their hands."

"Your Health is In Your Hands: WASH" materials are available from the Health Department. Call 703-246-2411, TTY 703-591-6435, or visit the Health Department Web page at [www.fairfaxcounty.gov/hd](http://www.fairfaxcounty.gov/hd). ■



### How to wash your hands

- ♦ Start with warm or hot water
- ♦ Use soap and make a lather
- ♦ Rub and scrub thoroughly for 20 seconds
- ♦ Scrub palms, back of hands, between fingers and under fingernails
- ♦ Rinse well and dry hands completely
- ♦ Use another paper towel to shut off faucet



**Don't Get Hooked by Identity Thieves**

Phishing is a technique used to lure consumers into divulging their financial information, such as bank account or credit card number. Posing as a legitimate financial institution, identity thieves ask consumers to "confirm" their account information, either over the phone or by e-mail. The Consumer Protection Division wants to teach you how to avoid getting hooked.

So you don't take the bait, follow these tips:

- ♦ Don't give personal information about yourself over any phone, the Internet or by mail — unless you initiated the contact or you are sure you know who you are dealing with.
- ♦ Do not carry your Social Security card, Social Security number, birth certificate or passport with you unless they are necessary.
- ♦ Check your credit reports from each of the major credit bureaus each year. Immediately report any unauthorized information or accounts.

♦ Shred financial or confidential information.

Last week, the Consumer Protection Division shared these tips with residents who came to the Government Center. Feb. 7- 11 was national Consumer Protection Week, and this year's focus was identity theft.

If you think you are the victim of identity theft, contact the county's Consumer Protection Division for help at 703-222-8435, TTY 711.

**AFSCME election results**

The newly elected officers for AFSCME Local 1924 are as follows:

- ♦ President – Robert Carter
- ♦ Vice president – Judi Mason
- ♦ Financial Sec./Treas. – John Brown
- ♦ Recording Sec. – Bonita Stokes

- ♦ Executive Board – Aminta Bailey Haynes, Howard Frame and Charles Wright

The next monthly meeting will be held on Monday, Feb. 28, 5:30 p.m. at the AFSCME Hall, 7611 Little River Turnpike, Suite 202-W, Annandale. For further information, contact Pat Bayliss, 703-941-2806, TTY 711.

**Conservation District's Shrub and Tree Seedling Sale is Underway**

The Northern Virginia Soil and Water Conservation District is selling a packet of 14 native seedlings for \$14.95 to make your landscape bird-friendly and visually appealing year-round. The order deadline is April 8 and the seedlings can be picked up on April 15 at the Herrity Building, 12055 Government Center Parkway, Fairfax, or on April 15 - 16 at a convenient location in Annandale. For additional information, contact the Northern Virginia Soil and Water Conservation District at 703-324-1460, TTY 711.

**Security Access/County ID Cards and Fingerprinting Hours of Operation**

The Security Office, located in Suite 150 of the Government Center, 12000 Government Center Parkway, Fairfax, is now open five days a week to process access cards, county photo ID cards and fingerprinting. Hours of operation are 9 a.m. to 4:30 p.m., Monday through Friday for access cards and fingerprinting. County photo ID cards will be processed from 9 a.m. to noon, Monday through Friday. ID cards and access cards require signed forms available through the agency security coordinators. You must have an appointment for fingerprinting and have two forms of ID with you (one with

a picture on it). Please call Abdul Amini at 703-324-3411, TTY 711, or Jennifer Hoying at 703-324-3410, TTY 711, for appointments and questions. No walk-ins are allowed. For further information, you can contact the MVM Security Project Manager Jim Poppino at 703-324-3439, TTY 711.

**Supervisor Smyth's office receives low-impact development grant**

The Virginia Department of Conservation and Recreation has awarded Supervisor Linda Q. Smyth's Providence office with a \$40,000 grant for low-impact development/best management practices retrofit work at her office site. The work includes three projects: a green roof, installation of a retention rain garden and installation of permeable pavers in a portion of the parking lot.

Three agencies that contributed personnel time and funds were integral in obtaining the grant as well as producing the design and public information pieces that will go with it – the Northern Virginia Soil and Water Conservation District, the Department of Public Works Environmental Services and the Providence District Supervisor's office.

Recently, Supervisor Smyth and Michael Aho of her staff were awarded a commendation from the Virginia House of Delegates for their successful application and grant award. More information, including pictures, can be found on the county Web site at [www.fairfaxcounty.gov/gov/bos/pd/dcr\\_grant.htm](http://www.fairfaxcounty.gov/gov/bos/pd/dcr_grant.htm). ■

**Oops! The article on flexible spending in the Feb. 4 *Courier* has an incomplete telephone number for Ceridian. The good number is 1-877-799-8820, TTY 711.**

# Locating your computer name

From the Technical Support Center to Desktop Support, we strive to provide the most efficient means to resolve your technical difficulties and allow your timely recovery of productivity. In conjunction with Desktop Support, we have been collecting the computer name associated with your computer. This additional step allows the technicians to work on your PC over the network in lieu of physically visiting your PC. This potentially will provide faster resolutions to your problems. Since your computer name does not change, you can locate it and record it for future reference. Below are the required steps based upon your version of Windows.

To locate your computer's name in Windows 2000 or XP, follow these steps:

1. Log on to your computer.
2. Right-click on the My Computer icon, located on your Desktop. From

the contextual menu, select Properties.

3. You will see the System Properties window. At the top of the window:

- ♦ Windows XP: Click the Computer Name tab

- ♦ Windows 2000: Click the Network Identification tab

4. Locate the Full computer name: ????.FFX.CO.FAIRFAX.VA.US. The portion of the full name we need is where the ? marks are displayed up to the first period.

To locate your computer name if using Windows 98, follow the steps below:

1. Right-click on the Network Neighborhood icon. From the contextual menu, select Properties.

2. In the Network window, click the tab at the top of the window that says Identification. Locate "Computer Name:" and in the entry box is your computer name.

Whether you are requesting PC

## Tech Tip # 90

Department of Information Technology  
Technical Infrastructure Division  
Technical Support Center (#167)  
Fairfax County Government Center  
12000 Government Center Parkway, Suite 167  
Fairfax, VA 22035  
Tel: 703-222-3535, #1  
Fax: 703-222-3396  
TTY 711

help by calling or by sending an e-mail, please have or include your User ID, location address, floor, room, pod or cubicle number, phone and computer name. It is better to supply too much information rather than to delay your request due to insufficient information. We realize that the ability to respond to your request as quickly as possible will help to minimize your inconvenience and allow you to successfully continue with your daily activities. Your assistance is appreciated. ■

## Fire Chief's hockey team takes tournament first place

There was no lack of competitive ice hockey in Orlando, Fla. the week of Jan. 10 when the second annual National MDA Public Safety Ice Hockey Tournament took place to benefit Muscular Dystrophy Association. The event raised over \$15,000.

The Fairfax team is comprised of public safety employees from across the metro region, players from Fairfax and Montgomery County Fire, DCFD, Alexandria and Arlington Fire, Fairfax County PD, Loudoun County Sheriffs Department, DCEMA, DEA and the Department of Justice. The Fire Chiefs went 3-1 in the tournament. There are three competitions in 2005, so contact Brent Schnupp at [brent.schnupp@Fairfaxcounty.gov](mailto:brent.schnupp@Fairfaxcounty.gov) for more information on how you can join this group.

Pictured below is the winning team in full uniform. Congratulations! ■



**Courier**

Courier is published each payday Friday. The deadline for articles and notices is two weeks before publication.

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